

Delegation prep worksheet

Use this worksheet to help you determine which members of your team should receive which tasks.

1. Spend 10 minutes listing all your tasks to delegate on another sheet of paper. Generally, you should delegate as many tasks as possible (though never essential management tasks such as hiring or performance evaluation, or tasks your manager expects you to do yourself).
2. Consider each team member's abilities, capacity, and interests, then decide which task(s) would be best to delegate to each person. **Tip:** Aim for balance in your distribution, considering each task's relative importance (critical tasks should play to a person's strengths), your available time for coaching (you'll need to be more hands-on for developmental tasks), and team workload (resist the urge to overload top performers).

Team member:	<i>Example: Jaime</i>				
What are his or her strengths?	<i>Detail oriented, meeting deadlines</i>				
What are key areas for growth/development?	<i>Customer interactions</i>				
What is he or she interested in/motivated to do?	<i>Customer-facing work (to get promoted)</i>				
How is the person's current workload?	<i>Heavy — but he could de-prioritize the finance project</i>				
Best task for delegation:	<i>Draft customer response emails</i>				

Next: See our Delegation task outline tool to ensure you communicate all the key details when delegating a task.